Data Security Admininstrator

Department: Information Systems Technology

Class Code: 1328

EEO Code: 22

FLSA: E

Effective: 01/03/1996

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of considerable difficulty in maintaining the security and integrity of the mainframe environment, remote access network, electronic mail network and client server or distributed platform application systems; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Provides 24-hour coverage for system password lockouts; evaluates security requirements for system development projects and enhancements, recommends security solutions and advises on security implementation procedures; trouble-shoots security problems and provides timely support for all password reset requests or access denials; coordinates security maintenance activities with department security coordinators; codes and implements security changes to Top Secret, Utility billing (CUBIS), Payroll/Human Resources (Integral), and other operational products; trouble shoots security problems for State systems and utilizes the State ACF2 security software to administer security changes; supervises the Electronic Mail Coordinator in the performance of their duties; develops work plans, status reports and other multi-tasking tools to support security project activity; reviews security violations and follows-up as appropriate; evaluates, develops and implements security related standards and procedures; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of Top Secret mainframe security software; of data security components required to support a large networked environment consisting of mainframe, PC, and LAN based hardware and software components.

Considerable skill in effective communication, orally and in writing; in technical troubleshooting and problem resolution.

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree in information systems or related field and three years experience in data security support with emphasis on mainframe security systems; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.